

# Person Types

The screenshot displays the eden SUITE Admin interface. At the top, there are navigation tabs: Dashboard, Data Management, My Portfolios, Reports, and Admin. The Admin tab is selected, and a dropdown menu is open, listing various administrative functions. The 'Person Types' option is highlighted at the bottom of this menu. In the background, the 'Add Person Type' form is visible, featuring input fields for 'Code \*' and 'Description \*', and 'Cancel' and 'OK' buttons. Below the form, a table titled 'Person Types' shows a list of entries, with 'Contractor (carbon) (CON)' and 'Full Time (FT)' visible.

Person Types
Contractor (carbon) (CON)
Full Time (FT)

Log in to Eden Suite 3.0 and select 'Person Types' from the 'Admin' menu

# Person Types

## Add Person Type

Code \*

Description \*

Cancel

OK

## Person Types

The complete list of Person Types available to the logged in user's tenant is displayed.

Contractor (carbon) (CON)

OPTIONS

Full Time (FT)

OPTIONS

Permanent Part Time (PPT)

OPTIONS

Public Servant (PS)

OPTIONS

Part Time (PT)

OPTIONS

Seasonal (SEA)

OPTIONS

Scroll down the page to see all the person types

# Person Types

Admin / Person Types

### Add Person Type

**Code \***

**Description \***

To create a new Person Type, enter its Code and Description then click 'OK' (Click 'Cancel' to clear and not add the new entry)

### Person Types

Contractor (carbon) (CON)	<input type="button" value="OPTIONS"/>
Full Time (FT)	<input type="button" value="OPTIONS"/>
Permanent Part Time (PPT)	<input type="button" value="OPTIONS"/>
Public Servant (PS)	<input type="button" value="OPTIONS"/>

# Person Types

Admin / Person Types

### Add Person Type

**Code \***

**Description \***

### Person Types

<b>Contractor (carbon) (CON)</b>	<input type="button" value="OPTIONS"/>
<b>Full Time (FT)</b>	<input type="button" value="OPTIONS"/>
<b>Full Time Equivalent (FTE)</b>	<input type="button" value="OPTIONS"/>
<b>Permanent Part Time (PPT)</b>	<input type="button" value="OPTIONS"/>

After clicking 'OK', if the new person type was successfully added it will appear in the refreshed list

# Person Types

Admin / Person Types

### Add Person Type

**Code \***

**Description \***

### Person Types

Contractor (carbon) (CON)	<input type="button" value="OPTIONS"/>
Full Time (FT)	<input type="button" value="OPTIONS"/>
Full Time Equivalent (FTE)	<input type="button" value="Edit"/>
Permanent Part Time (PPT)	<input type="button" value="OPTIONS"/>

Hover over the 'Options' button to see the Edit option for the person type

# Person Types

Admin / Person Types

## Add Person Type

Code \*

FTE

Description \*

Full Time Equivalent

Click 'Edit' to modify the code and description of the person type

Cancel

OK

Click 'OK' to save the changes and refresh the list or click 'Cancel' to cancel the edit

## Person Types

Contractor (carbon) (CON)

OPTIONS

Full Time (FT)

OPTIONS

Full Time Equivalent (FTE)

Edit

Permanent Part Time (PPT)

OPTIONS

# Person Types

Admin / Person Types

## Add Person Type



The Person Type with code FTE already exists in the logged in users tenant

Person Type codes must be unique for the tenant. An error will be displayed when adding or editing a Person Type and the specified code is not unique.

**Code \***

FTE

**Description \***

Full Time Equivalent

Cancel OK

## Person Types

Contractor (carbon) (CON)

OPTIONS

Full Time (FT)

OPTIONS

Full Time Equivalent (FTE)

OPTIONS

Permanent Part Time (PPT)

OPTIONS